FORM OF CALCULATION OF __________ YEARS QUALIFYING SERVICE OF A GOVERNMENT SERVANT

PART 1

(For use in the Administrative / Attached Department / Office)

(To be completed by Office/Department in which the Government servant is serving)

1. Name of Government Servant: ____________________
2. Father's Name: ____________________
3. *Nationality:* ____________________
4. Post held: ____________________
5. Date of birth: ____________________
6. Date of commencement of service: ____________________
7. Date of completion of __________ years qualifying service: ____________________
8. Date of calculation of __________ years qualifying service: ____________________
   (a) Length of service including interruptions, etc. (7-6) ____________________
   (b) Add (i) Military Service-if any (which has been allowed to count as qualifying for pension) ____________________
   (ii) any other addition to qualifying service. ____________________
   (c) Total length of service (a+b) ____________________
   (d) *Deduct* (i) Service rendered below the age of 20 years ____________________
   (ii) Extraordinary leave. ____________________
   (iii) Suspension not treated as duty or leave. ____________________
   (iv) Periods of break in service. ____________________
   (v) Service rendered before break. ____________________
   (if break not condoned,)
   (vi) Service forfeited by registration ____________________
   (vii) Unauthorised absence. ____________________
   Total of (i) to (vii) ____________________
   (e) Net qualifying service (c-d) ____________________

Head of Office / Department

PART II

(For use in the Accountant General's Office)

1. Calculation contained in Part-I have been checked. ____________________
2. Length of qualifying service accepted in Audit. ____________________
3. Reasons for differnce, if any, between this and the length of service worked out by the Department.

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Accounts Officer

ملنے کا پتہ: نوبل سٹیشنرز 1۔ سید موج دریا روڈ لاہور فون: 37359347

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